



Job Title	Code Enforcement Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	2	Job Code	15017

Class Specification – Code Enforcement Supervisor

Summary Statement:

The purpose of this position is to enforce housing codes, minimum housing standards, sanitation codes, land use codes, zoning codes, and property maintenance codes for the City. This is accomplished by providing oversight of all enforcement activity related to housing codes, minimum housing standards, sanitation codes, illicit spills, land use, and zoning enforcement; establishing standard operating procedures; reviewing City ordinance; proposing new ordinance when necessary; providing information and assistance to Mayor's staff and City Council Members; working with other city departments; working with outside agencies to address health and safety concerns; providing training to local associations; supervising senior code enforcement officers and code enforcement officers; evaluating and scheduling employees; investigating citizen complaints; authorize clean ups requested by code officers; approving billing after cleanup is performed; filing liens on properties that do not pay abatement costs; meeting with citizens regarding enforcement procedures. Other duties include making presentations to Councils, organizations, and educational sessions; authorizing the condemnation of homes; evicting occupants and trespassers; coordinating response and cleanup of illicit spills; addressing the clogging of storm drains; issuing work assignments; review and approve offense reports and criminal summonses; and coordinate with community volunteer groups.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Acts as code enforcement administrator by administering enforcement of housing ordinances, sanitation ordinance, land use and zoning ordinances, and property maintenance ordinance; responding to citizen complaints, requests from Mayor's office and City Council Members, other City departments, and media and neighborhood organizations; proposing, drafting, and presenting new ordinances; and authorize violation cleanups, billing and lien process on properties that are abated by the City.
40%	Supervise senior code officers, code officers, graffiti removal team members and administrative staff by mentoring, scheduling, evaluating, and training officers, administrators, personnel, crews and volunteers; approving time and labor; conducting evaluations; investigating citizen complaints; providing assistance to officers in the field, answering questions and providing technical assistance; researching ordinances; conducting weekly team meeting; implementing goals and objectives, correcting deficiencies and implementing discipline processes; and assuring that uniforms and equipment are maintained.



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20%	Performs administrative duties by answering calls; opening cases to document complaints; reviewing and entering online complaints; monitoring office time; authorizing time and labor entries; assisting citizens; providing information to media; approving cleanup up requests from officers, approving billing of cleanup fees; filing liens against property if invoice is not paid; forecasting and monitoring budget; approving equipment purchases and overtime expenditures; completing monthly reports and community development block grant reports; and working with City Attorney regarding ordinance updates, prosecution of violators and probation processes.
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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. Significant related experience will be considered in lieu of a Bachelor's degree.

Experience: Four years full time experience as a code enforcement officer, and one year supervisory responsibility.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Certified Code Enforcement Officer	Required
Colorado Driver's License	By start date

Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Supervision Received: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:
Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions:	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Rarely
Respiratory Hazards	Rarely
Noise and Vibrations	Rarely
Physical Hazards	Rarely
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Noise meter, thermometer, camera, light meter, tape measure, fax, calculator, telephone, knife, wire cutters, hammer, loppers, mace, police radio, laptop and desk top computer, and printer.



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Specialized Computer Equipment and Software: Microsoft Office, Mobile Field Reporting, and LERMS

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014